Nova Scotia Apprenticeship Board

2003–2004 Annual Report

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A Message From The Board Chair

Stephen Vaslet

"The apprenticeship system, while continually evolving, is a critical method of training to meet the needs of the growing Nova Scotia economy."

Stephen Vaslet, Chair

This has proved to be a busy and exciting year for the Apprenticeship Board. The Apprenticeship: Achieving Excellence through Partnership report, released in December 2002, is a "focus for action" to enhance the apprenticeship system in Nova Scotia. To address the recommendations contained in the report, Board members and staff participated in a strategic planning exercise to develop a three-year action plan. As you will see, a great deal of work is planned and in progress. Due to the high level of commitment on the part of the members, much is being accomplished—and there is more to come!

In July 2003, the province proclaimed the new *Apprenticeship and Trades Qualifications Act and General Regulations*. This made it necessary to review and revise trade regulations to ensure they align with this new legislation. The first phase of a three-year commitment made to industry was to review the regulations in the compulsory trades. Board members and staff, along with representatives of the Apprenticeship Training and Skill Development Division, participate on the review committees with industry representatives. While this task is formidable, it is only one of the many initiatives undertaken by the Board and support staff.

The year also saw many changes to the staff at both the Board and Division. Joe Black, Director, retired from his position and relocated to Manitoba where he continues his good work in apprenticeship in an executive director position. Joe Rudderham, Board Administrator, accepted a secondment opportunity with the Council of Atlantic Premiers in July. Lenore Bromley, Marketing Assistant to the Board, moved to the communications team at Department of Fisheries. We offer thanks to them all for their assistance, dedication, and great work over the past number of years. Although they will be missed, we are pleased that Marjorie Davison has recently been appointed as Director with the Division. She brings a solid track record in workplace education and training. Deborah Canivet, formerly Supervisor of Client Services with the Division, agreed to act as Board Administrator. Both continue to bring fresh energy and perspectives to the work of the Board.

The apprenticeship system, while continually evolving, is a critical method of training to meet the needs of the growing Nova Scotia economy. I look forward to ensuring that the Apprenticeship Board is actively listening to industry and that our time, effort, and results continue to be aligned with their requirements.

Stephen Vaslet

The Partnership Network

The Board continues to be active in Atlantic and national initiatives. Participation in these important forums provides Nova Scotia with the opportunity to showcase work done and share best practices that advance apprenticeship. Much of what is accomplished in Nova Scotia is underscored by the efforts of the Atlantic Apprenticeship Council and the Canadian Apprenticeship Forum. With the support of these partners, the Board has become better at meeting the needs of apprenticeship stakeholders in Nova Scotia. Throughout the last 12 months many forums, symposiums, and workshops have been sponsored by various partners to engage industry and create changes that will ultimately lead to a more flexible, modern, and streamlined apprenticeship system.

Participation in these important forums provides Nova Scotia with the opportunity to showcase work done and share best practices that advance apprenticeship

National

National involvement includes consultation on policy matters with jurisdictional partners through the Canadian Council of the Directors of Apprenticeship (CCDA), Interprovincial Alliance of Board Chairs (IPA), and the Canadian Apprenticeship Forum (CAF).

The Board also participates through the Forum of Labour Market Ministers and Interprovincial Standards and Examinations Committee in pan-Canadian efforts affecting apprenticeship.

The CCDA is mandated to facilitate communication and co-operation among provincial apprenticeship programs. The principle objectives of the CCDA are to

- promote standards in occupational training specifications, examinations, and certification
- foster standardization and uniformity in training outcomes, examinations, and certification among jurisdictions
- enable increased mobility for the Canadian labour force
- raise public awareness of the Red Seal Program and its benefits

The CAF plays a leadership role to

- develop and support the best possible apprenticeship systems across Canada
- promote apprenticeship as the most effective training and education system that contributes to the development of a skilled labour force

The Board Chair attends these meetings to foster the exchange of information and to collaborate with all Canadian jurisdictions to grow and enhance the apprenticeship system from a national perspective.

Both Board members and staff work on projects led by these bodies to carry out and develop research, position papers, and other tools designed to advise the national government or affect national apprenticeship standards.

Regional

The Atlantic Apprenticeship Council (AAC) is a leading edge model of partnership in Canada. Regional collaboration and co-operation is a shining example of jurisdictions working together on common issues and concerns. In this partnership, the Board Chair is an active participant in discussions surrounding the reduction/elimination of mobility barriers within the Atlantic provinces. The Atlantic Training Standards Working Group co-operates on the development of common training standards and Records of Occupational Progress to facilitate mobility of apprentices in the region.

The Council will be working on several initiatives over the next year. Among these are partnering with the Construction Sector Council to establish a regional Labour Market Information committee, exploring the alignment of compulsory certified trades in the region, establishing a Blue Seal (post-journeyperson business training endorsement) Program, and carrying out a study of competency-based training.

The Chair also represents Nova Scotia at regional forums on issues concerning apprenticeship and skilled trades, such as the Construction Symposium held in Moncton, New Brunswick, in November 2003.

Provincial

"I think other provinces recognize that we place great importance on producing the best — not just training materials, but the calibre of our journeypersons"

Stephen Vaslet, Chair

Because the apprenticeship system is industry-driven, it is critical that the Apprenticeship Board represent industry in advising the Minister on all matters related to that system. To this end, the Board consists of representatives of both the employer and employee community within the province.

Efforts to communicate with industry during this year focussed on a more personal approach. Board members participated in all ad hoc committee meetings, including the ad hoc advisory committees set up to review trade regulations in the compulsory certified trades. Time was taken at meetings to explain more about how the system works as a whole and to respond to questions raised by participants. One advantage to this approach has been that questions and concerns were addressed in an industry-specific manner.

Other steps were taken this year to increase the profile of the Board. Members were supplied with a marketing kit that included brochures, information, and media articles for distribution to employers and other stakeholders in their regions. Board members were invited to participate in presentations and events to promote both the Board and careers in skilled trades.

The Board, through the Marketing Task Team, is also in the process of developing a comprehensive marketing strategy and advising on the development of a series of tools designed to reach out to youth, parents, teachers, the business community, and consumers.

Apprenticeship Celebration Events

April 27, 2002, was the first time newly certified journeypersons were formally recognized for their accomplishments. The inaugural Apprentice Celebration Event was held at the University College of Cape Breton in Sydney. Approximately 100 new trades professionals and their guests were invited to attend.

The Apprenticeship Board, in partnership with the Apprenticeship Training and Skill Development Division and provincial training providers, organizes this initiative as a formal way to recognize the commitment made by an apprentice who achieves journeyperson status. Events are planned by a steering committee of stakeholders who oversee co-ordination of the function. Formal recognition for newly certified journeypersons has long been a goal for the Board and other stakeholders directly involved in the apprenticeship system.

This special evening for the invitees, their guests, sponsors, and invited stakeholders clearly demonstrates the strong partnership that supports apprenticeship in Nova Scotia.

Industry support and sponsorship has been strong and continues to grow each year. Without this support, these important events would not be possible. This special evening for the invitees, their guests, sponsors, and invited stakeholders clearly demonstrates the strong partnership that supports apprenticeship in Nova Scotia.

The second event took place on November 16, 2002, at the Nova Scotia Community College, Akerley Campus, Dartmouth. Nearly double in size from the first, this event also celebrated the launch of the Apprenticeship Training logo.

During this year, two events were held. On April 26, 2003, over 20 graduates and their guests gathered at the Museum of Industry in Stellerton to receive their Certificates of Accomplishment. The next celebration was at Pier 21 in Halifax on October 23, 2004. Over 150 guests shared in the evening which honoured over 60 newly certified journeypersons. The next event will be on May 8, 2004, at the Pines Resort, Digby.

"All in all I do really love being an Ironworker and I am very proud to follow in my father and brother's footsteps. Receiving my Red Seal was a great honour and it's something all apprentices should be proud to receive."

Margaret Horne, Ironworker

The committee anticipates that the celebration will continue to grow over the next few years. The Fall function is scheduled for November 6, 2004, at the newly renovated Akerley Campus in Dartmouth. Over 250 new journeypersons will be invited to this event held in their honour.

The Apprenticeship Board is pleased to be involved in this exciting celebration to recognize the outstanding contributions and achievements of apprentices and their employers in Nova Scotia.

Task Teams

In providing advice to the Minister, the Board has three task teams which serve specific functions related to its mandate. The Board relies on the work of these teams to advance this mandate and ensure that identified objectives are met in a timely fashion. The following summarize the work done by each team:

- Partnerships plans and oversees initiatives leading to increased participation of industry stakeholders in the apprenticeship system.
- Marketing co-ordinates and develops marketing and communications initiatives designed to increase participation and awareness, and celebrate the apprenticeship model of training.
- Act and Governance undertakes periodic reviews leading to the adoption of recommendations on matters concerning legislation and operating guidelines.

The board relies on the work of these teams to advance its mandate and ensure that identified objectives are met in a timely fashion.

All members of the Board actively participate in one or more of the teams. Each team leader is responsible for ensuring that the strategic directions and workplans of their respective teams are moved forward throughout the year.

Strategic Directions 2003–06

In August 2003 the Board participated in an intensive three-day strategic planning workshop to create a clear plan for the next three years.

The objectives of the session were to

- Review recommendations of the MacCulloch–Henley report Achieving Excellence Through Partnership, December 2002, and identify action items for 2003–04.
- Identify additional strategic goals for 2003-06 for action by task teams.
- Provide the opportunity for board members to become acquainted and updated on Board activities to date.

Planning results in an annual Action Plan that clearly identifies measurable objectives.

Members participated in a facilitated session to examine the current context of the apprenticeship system in Nova Scotia. Topics explored included current trends, key stakeholders and linkages, opportunities, government initiatives, highlights from the new Apprenticeship and Trades Qualifications Act, changing Board responsibilities, and challenges to be mediated. An examination of the current context set the stage for development of key strategic goals for the upcoming year and over the next three years.

Key strategic goals identified for further attention by task teams are:

- The Board
  - Increase representation from mainland Nova Scotia.
  - Formalize information sharing between the Apprenticeship Board and Apprenticeship Training and Skill Development Division.
  - Develop better understanding of the relationship between training providers and the Apprenticeship Training and Skill Development Division.
  - Review and develop a policy and procedures manual.
- Act and Governance
  - Provide administrative support and serve in an advisory capacity in developing ad hoc committees to address trade regulations; review draft regulations as they are developed.
  - Review the new act to establish an activity list for the Board on items that require a change in practice or procedures.
  - Recommend that an ad hoc committee be struck to review the issue of consolidation of licenses, permits, appeals, and enforcement relating to occupational issues under one regulatory body.

"By taking action on the recommendations made by industry and other stakeholders, the Board continues to demonstrate its role as the voice of industry."

Deborah Carver, Administrator

- Marketing
  - Promote the benefits of the apprenticeship system, including training and certification.
  - Increase the participation of youth in the apprenticeship program.
  - Raise the profile of the Board.

- Partnerships
  - Ensure that more apprentices complete to the journeyperson level.
  - Promote co-operation, communication, and collaboration between employer and employee.

Each team has developed an annual Action Plan that identifies clear and measurable objectives to be undertaken by the team and support staff of the Board.

Key Accomplishments 2003–04

With new legislation and a fresh strategic direction established, the primary aim of the Apprenticeship Board is to address the needs of stakeholders in the apprenticeship system. The following is a summary of Board activities in 2003–04.

Highlights

- Partnered with Skills Canada-Nova Scotia to deliver the Youth Decision Survey to over 3,000 students, parents, and teachers across the province to check for shifts in the perceptions around skilled trades careers in the past four years
- Established eight Ad Hoc Advisory Committees to review and draft trade regulations in the compulsory trades
- Finalized the revised Welder trade regulations in preparation for enactment
- Wrapped up of the work of the Communications Cabling Ad Hoc Advisory Committee with a recommendation on designation of a new trade to be made early in the next fiscal year
- Amended the General Regulations for clarity and alignment with the needs of industry
- Established a focussed Action Plan for each Task Team and the Board as a whole
- Developed the Terms of Reference for establishment of an interdepartmental Occupational Consolidation and Regulation Review Committee
- Implemented Strategic Planning Process and development of a three-year Strategic Plan
- Presented a brief to the Minister of Education on the Board and its Strategic Plan
- Established a meeting schedule for the year that tied Task Team meetings to the regular Board meetings enabling Team Chairs to report in a timely and effective manner
- Established Marketing Task Team links with the Canadian Apprenticeship Forum and the national marketing strategy that will be undertaken over the next three years
- Developed and distributed a Marketing Kit for each Board member
- Increased Board member participation in presentations and promotional events
- Updated the information on the Board website

The primary aim of the Board is to address the needs of all stakeholders in the apprenticeship system.

In addition, members of the Board continued to participate in regional and national bodies such as the Inter-provincial Alliance of Board Chairs, the Canadian Apprenticeship Forum, and the Atlantic Apprenticeship Council.

The Administrator, Deborah Canivet, continued to work in partnership with the Apprenticeship Training and Skill Development Division. She participated in many projects such as the Apprenticeship Essential Skills Initiative, Apprenticeship and Construction Trades Training Partnership, Youth Apprenticeship, Tourism Industry Association of Nova Scotia (TIANS) Apprenticeship Task Force, Business Plan development, and as a member of the Apprenticeship, Learning and Earning Priority Team under the Canada–Nova Scotia Skills and Learning Framework.

In addition, with the loss of the Marketing Assistant position, the Administrative Assistant to the Board, Joanne Probert, took on extra tasks which include the planning and organization for the Apprenticeship Celebration events and working with the Marketing Task Team on the development of a strategy document for implementation in the next fiscal year.

"My time as an apprentice is one that I will never forget. I learned so much and really believe that it is the very best way to learn my trade."

Eric Doucette, Automotive Service Technician

What To Expect In 2004–05

Working to complete initiatives already underway will be the major focus for the Board in the upcoming year. In particular the Board expects to

- complete the analysis of the results of the Youth Decision Survey for release in September 2004
- make recommendation on a new trade designation in the communications cabling trade
- establish an additional 14 ad hoc advisory committees to review trade regulations in their respective trades
- provide information to industry regarding Board procedures for trade designation and compulsory certification applications
- develop a comprehensive marketing strategy for promoting careers in the skilled trades
- have membership from across the province and from identified equity groups
- complete a policy and procedures manual for the Board
- enhance the profile of the Board as a stakeholder in the apprenticeship system

An enhanced profile for the Board is clearly demonstrated by new initiatives to consult industry and promote apprenticeship.

Board Members

The Apprenticeship Board had 13 active members during the 2003–04 fiscal year. With the retirement of David Thompson at December 31, 2003, the number was reduced to 12. The Board is actively working with the government to renew membership where required and fill any vacancies that currently or will exist in the near future. Particular attention will be paid, along with legislated considerations, to a balanced geographic and equity representation in the make up of the Board.

Biographies

Stephen Vaslet, Chair
Stephen Vaslet from Halifax, Nova Scotia, holds a Certificate of Qualification in the Carpenter trade. He is currently employed as the vice-president, Atlantic Region, with MHPM Project Managers Inc. Experience in the project management field during the last 15 years has provided him with a keen awareness of the challenges facing the building industry today, particularly in the area of succession planning. His understanding of, and desire to promote, the apprenticeship system assists the Board with present and future initiatives.

Bernie LaRusic, Vice-Chair
Bernie LaRusic, a former Department of Education employee, brings a strong adult education perspective to the Board. Upon retirement in 1991, he held positions that included employee relations officer (NSGEU) and employee representative on the Worker's Compensation Appeal Board. Bernie is currently an active volunteer with several community organizations such as the Nova Scotia Government Retired Employees Association, the CB Council of Senior Citizens & Pensioners, and the CB Labour/Business Advancement Corporation.

Mike Boutilier, Employee Representative
Currently employed in the Facilities Maintenance Department of Dalhousie University, Michael brings a strong commitment to the apprenticeship system to his work with the Board. As a journeyperson Machinist, he has first-hand experience with apprenticeship. Michael sits as a member of the Marketing Task Team and has been involved in several promotional events this past year.

Colin Campbell, Employee Representative
A self-described product of the apprenticeship system, Colin is currently employed as the business manager for the Carpenters Union, Local 1588, in Cape Breton. He received his interprovincial Certificate of Qualification in 1981. Since that time he has worked with all sectors of the construction industry and knows the value of a quality apprenticeship system for all Nova Scotians. Colin's commitment to the work of the Board assists in ensuring that the province continues to lead the country with a responsive apprenticeship system.

Heather Cruickshanks, Employer Representative
Heather has been involved with the construction industry for over 19 years. She and her husband operate L.E. Cruickshanks Sheet Metal Limited in Halifax. Heather is also an active member of the Construction Association of Nova Scotia and is president of Merit Contractors Association of Nova Scotia. She also serves as a director of the Halifax Education Foundation. Heather is a member of the Partnership Task Team and enthusiastically contributes to the work of the team.

Noel Doucette, Employee Representative
Noel Doucette resides in St. Peters, Cape Breton. Experience in several fields including construction, building inspection, insurance, and underground mining are assets he brings to the Board. He is a member of the Chapel Island Volunteer Fire Department and the Potlodek Board of Education. Noel also sits on the Assembly of First Nations (AFN), Chiefs Committee on Housing, Ottawa. Noel holds a diploma in construction technology from the University College of Cape Breton.

Kevin Gerrior, Training Provider Representative
Kevin is the manager of Apprenticeship Training for the Nova Scotia Community College. He holds a Certificate of Qualification in the Automotive Service Technician trade. His busy schedule includes overseeing more than 20 apprenticeship training programs at the College and co-chairs the Skills Canada-Nova Scotia Provincial Competition Committee. He was also instrumental in the renewal of the College's trades programs and the development of many new programs at the certificate and diploma levels.

Norm Paupin, Employee Representative
Norm Paupin is a systems technician with LaFarge in Brookfield, Nova Scotia. He currently holds two interprovincial Certificates of Qualification: Industrial Mechanic and Industrial Electrician. He brings the voice of the apprentice and journeyperson to the Board. Norm has shown a strong desire to work with the Board and the stakeholders in the apprenticeship system to ensure the program is the best it can be for everyone.

Maureen Serroul, Member At Large
Maureen is founder and director of the Maritime Art Institute of Holistic Esthetics in North Sydney. Her background includes studies in cosmetology, new age esthetics, business, and communication. After many years of observing new, innovative ideas and practices, she encouraged the industry to move in new directions and upgrade standards. She served on the Cosmetology board from 1995–1998. Her hard work and determination to expand apprenticeship have been a great contribution. She retired from the Board on March 31, 2004.

David Thomson, Employer Representative
David Thomson is the manager of Employee Relations at Halifax Shipyard Ltd. He graduated with honours from the University of Winnipeg with a Bachelor of Arts, and continued his education at Queen's University. He completed a Master of Industrial Relations and received Queen's Graduate Award. David has an extensive background in human resources. He has a strong interest in apprenticeship training and currently works with apprentices in several trades. He retired from the Board on December 31, 2003.

George White, Employer Representative
As superintendent with ICS State, George is actively involved with the apprenticeship program in the workplace. He sits as a member of the Act and Governance Task Team of the Board. His attention to detail and commitment to policy development have contributed to the work of the Board for the past two years. George retired from the Board on March 31, 2004.

Donald M. Zwicker, Member at Large
Don Zwicker lives in East LaHave. He is familiar with apprenticeship training having served an electrical/electronic apprenticeship at H.M.C. Dockyard in the 1950s. He then worked for the federal government in Halifax and Ottawa for 24 years as a management consultant and internal auditor. Don also has extensive program management experience. He has expressed a renewed interest in apprenticeship training which, along with his experience in the management field, is a great asset in promoting the goals and objectives of the Apprenticeship Board.

Appendix

Mandate

The Apprenticeship Board is primarily responsible for advising the Minister of Education on all matters concerning the apprenticeship system. It is considered to be the fundamental link between government, business, and industry. Specifically, it is responsible for recommending the designation of new trades and occupations in Nova Scotia and plays a key role in promoting the benefits of apprenticeship throughout the province.

Terms of Reference

The Board operates under the auspices of the Apprenticeship and Trades Qualifications Act and General Regulations. The Act and Regulations lay out the form, duties, and powers of the Board as they relate to the apprenticeship system in Nova Scotia. Details are given below.

Duties of Board

- Recommend to the Minister whether a trade is appropriate as a designated trade and whether a designated trade is appropriate to be specified as a compulsory certified trade
- Review, consider and make recommendations on any matters relating to the apprenticeship system when requested by the Minister
- Report to the Minister as the Minister requests
- Advise the Minister on matters relating to the suitability of the apprenticeship system as a means for training apprentices and journeypersons to meet the labour market needs of the Province
- Assist in promoting the benefits of apprenticeship throughout the province
- Consider recommendations made by an ad hoc advisory committee
- Submit an annual report to the Minister and make recommendations on the distribution of the annual report
- Perform such other duties as are prescribed in the regulations

Powers of Board

- Examine and research any and all matters relating to the apprenticeship system and advise the Minister on these matters
- Conduct discussions with employers, apprentices and journeypersons regarding matters pertaining to the apprenticeship system
- Organize forums to identify trades that may be eligible for designation and determine the suitability of current designated trades with respect to labour-market needs
- Assist in the development and revision of trade regulations in conjunction with the Director and business and labour
- Appoint a committee to act in an ad hoc advisory capacity to the Board concerning matters of the apprenticeship system in consultation with the Director

Operating Guidelines

The Apprenticeship Board, through its work and subcommittee structure, strives to

- collaborate with industry, training providers, and the Apprenticeship Training and Skill Development Division to
  - increase the number of persons entering and completing an Apprenticeship Program
  - enhance the apprenticeship system to meet or exceed industry and labour market objectives
  - ensure the legislative framework remains relevant to all stakeholders
- develop and implement strategies designed to increase industry participation in the apprenticeship system
- resolve disputes in a fair and objective manner
- engage in strategies designed to promote and encourage youth and lifelong learners to participate in the apprenticeship system
- increase participation of under-represented groups in the apprenticeship system

Board Meeting Schedule: 2003–04

Monday, September 22, 2003
Monday, October 20, 2003
Monday, November 17, 2003
Monday, January 19, 2004
Monday, February 16, 2004
Monday, April 19, 2004
Saturday, May 8, 2004 (The Pines Resort)
Monday, June 21, 2004

Action Plan–Status

Action 1. Review the new Act to establish an activity list for the Board on items that require a change in practice or procedures.

- Reviewed current forms, policies and procedures to align with new Act and General Regulations
- Established list identifying areas which require new forms, policies and procedures to be developed
- Developed Appeal process and form
- Drafted new member policy and procedure

Action 2. Recommend that an ad hoc committee be struck to review the issue of consolidation of licenses, permits, appeals, and enforcement relating to occupational issues under one regulatory body—Act and Governance.

- Sought Ministerial approval that the issue be raised with Deputy Ministers Forum
- Minister attended November Board meeting and requested that Terms of Reference for a review be developed
- Drafted Terms of Reference
- Establishing Ad Hoc Advisory Committee

Action 3. Promote the benefits of the apprenticeship system including training and certification.

- Submitted funding proposal for marketing strategy report and tools for approval
- Formed strategic alliances and partnerships with Nova Scotia Community College and Skills Canada–Nova Scotia to assist in developing and coordinating promotional strategies with interested organizations

Action 4. Promote co-operation, communication and collaboration between employer and employee.

- Researching options for information packages and strategy development

Action 5. Increase the participation of youth in the Apprenticeship Program.

- Administrator participation in funding partner meetings to establish a Youth Apprenticeship Program
- Sent letter of support for Youth Apprenticeship to Minister
- Included youth in draft marketing implementation plan

Action 6. Ensure that more apprentices complete to the journeyperson level.

- Researching survey options for apprentices who have left the system

Action 7. Increase representation from mainland Nova Scotia.

- Developed new member policy and screening profile
- Encouraged Training Officers and other stakeholders to recruit interested stakeholders from under-represented regions
- Recommended new members to Minister from Valley and Northern regions
- Recommended new equity members to Minister for appointment

Action 8. Formalize information sharing between Apprenticeship Board and Apprenticeship Training and Skill Development Division.

- Invited Supervisor, Client Services, to Board meetings and to sit as a member of the Marketing Task Team
- Training Officers and Enforcement Officers participated in Ad Hoc Advisory Trade Regulation Review committees

Action 9. Develop better understanding of the relationship between training providers and Apprenticeship Training and Skill Development.

- Invited Dean of Trades and Technology, Nova Scotia Community College, to speak at May Board meeting

Action 10. Provide administrative support and serve in an advisory capacity in developing ad hoc committees to address trade regulations; to review draft regulations as they are developed.

- Established Terms of Reference for trade regulation review Ad Hoc Advisory Committees
- Committees met for all compulsory trades
- Completed initial discussions and drafts

Action 11. Raise the profile of the Board.

- Presented strategic plan to the Minister at November meeting
- Obtained business cards for Board members
- Updated and revised Website
- Board members participated in Ad Hoc Advisory Trade Regulation Review committees
- Increased Board members contact with industry in their areas to promote the apprenticeship system
- Provided Board members with marketing tool kits
- Board members participated in various stakeholder meetings

Apprenticeship: Achieving Excellence through Partnership

Recommendation Table and Status Report

Recommendation	Apprenticeship Board Response
1. The Province of Nova Scotia should adopt a multi-year strategy to expand the apprenticeship system based on the need to qualify 1,400 tradespersons per year by 2007. This goal reflects the needs of existing and anticipated new employers as well as the value and potential of career opportunities for individuals in the skilled trades.	The Board will support the Division and Department in consultation with business and labour organizations to review labour market data and develop a multi-year plan for training requirements. This has been identified in the Skills Nova Scotia Framework under Goal 1: Meet the skill needs of Nova Scotia's labour market. *Time Frame:* Ongoing
2. The Province of Nova Scotia through the Skills framework and in its negotiations with the federal government should plan to accommodate substantial growth within the apprenticeship system.	Nova Scotia has entered discussions with the federal government to look for collaborative ways to address growth needs. Additional funding requested through budget process. *Accomplished:* new funding in place under the Canada–Nova Scotia Skills and Learning Framework
3. The Apprenticeship Board should establish a five-year strategy and specific performance measures to achieve these apprenticeship targets and report annually to Minister and to stakeholders.	In consultation with Apprenticeship Training, the Board should determine strategic plan requirements, develop terms of reference, and ensure they are acted upon. The Board will develop their own three-year strategic plan. *Accomplished:* Both the Board and Division have strategic plans in place.
4. The Apprenticeship program must be redefined as the comprehensive system it is. The program must be expanded to include co-ordination and budget control over the delivery of the youth apprenticeship and pre-employment programs that ultimately lead into formal apprenticeship. Apprenticeship Training, with direction from the Apprenticeship Board, should through legislation be assigned the authority to plan and manage these programs. The NSCC/UCCB systems should retain a central role in supporting program delivery.	The Apprenticeship Board serves in an advisory capacity, not governance. Significant time and resources would be required to review current structure. The Nova Scotia Community College and University College of Cape Breton have authority to plan and manage pre-employment programs. Training providers and Apprenticeship Training work closely to articulate credit agreements between pre-employment programs and apprenticeship programs. *Accomplished:* New Act and General Regulations proclaimed July 1, 2003. The Board will continue to support Apprenticeship Training to maintain and expand articulation between pre-employment and apprenticeship programs. A commitment has been made to increase communication between Apprenticeship Training and training providers on this matter.

Recommendation	Apprenticeship Board Response
5. The composition and mandate of the Apprenticeship Board should be reviewed in light of the expanded role and responsibility of Apprenticeship Training. The Apprenticeship Board should be given governance responsibilities with respect to the implementation of the strategic plan.	The Apprenticeship Board will engage in a strategic planning process identified in recommendation 3. The Board's mandate has been reviewed and recommendations on new powers and duties/transfer of powers and duties are reflected in Section 11 of the Act. *Accomplished:* New Act and General Regulations proclaimed July 1, 2003
6. The Minister of Education should make appointments to the Apprenticeship Board from nominees presented by the stakeholders to the system. The structure of the Board should continue to balance employer and employee representation while including apprentice, youth, and educational institutional representatives. The Board should provide recommendations to the Minister as to the industry sector balance as well as geographic representation needs of the Board when new appointments are being contemplated.	Revised section 5(1) of the Act allows for industry nominations, a journeyperson, and an apprentice. All appointments are to be knowledgeable of trades and the Nova Scotia labour market and are made by the Minister of Education. There is a process (policy) in place where the Minister receives recommendations from the Apprenticeship Board based on Board recommendations. *Accomplished:* New Act and General Regulations proclaimed July 1, 2003
7. The Apprenticeship Board with support from Apprenticeship Training should establish a new system of trade advisory committees that are representative of employers, employer organizations, labour organizations, and apprentices.	The Board has a policy on the appointment of issues-specific ad hoc committees that enables representative industry input. This policy is reflected in the revised legislation. *Accomplished:* New Act and General Regulations proclaimed July 1, 2003
8. Priority should be given to establishing effective trade advisory committees for the automotive, auto body, and manufacturing millwright and machinist trades and action plans to respond to the serious concerns raised by industry representatives.	The Board has a policy on the appointment of issue-specific ad hoc committees as reflected in the revised legislation. The Board will make it a priority to meet with representatives of the identified sectors to hear the concerns raised. *Accomplished:* Meetings with representatives of these sectors were held.
9. The role of the Apprenticeship Board and its consultative structures should be accommodated within the Skills Framework and that a method for collecting and exchanging labour market information particularly on a sector basis should be established.	The Apprenticeship Board will play a significant role within the Nova Scotia Skills Framework as it relates to apprenticeship. (Refer to page 23 of the Nova Scotia Skills Framework and 2002–2003 Action Plan.) *Accomplished:* The Board works with the Skills and Learning Branch and has a role at national and regional levels that allows for enhanced access to labour market information.

Recommendation	Apprenticeship Board Response
10. Multi-year funding targets for the apprenticeship system should be established by multiplying the anticipated number of active apprentices by an average cost per apprentice of $2,800. These funding targets should be reflected in the federal-provincial labour market agreement as well as the provincial budget process.	The Board acknowledges the need to provide additional sources of revenue to maintain and enhance the Apprenticeship Program. The Board will continue to work with Apprenticeship Training and industry stakeholders to identify resources. Discussions are underway through the provincial budget process to address the requirements of the program. *Time Frame:* Ongoing (referred to Act and Governance Task Team)
11. The Apprenticeship Board in consultation with the Division should develop an overall strategy to balance the financial contributions and costs of the system between the parties to the apprenticeship system—employer, apprentice, and government. The strategy should address financial assistance that may be available to either apprentice or employer.	The Apprenticeship Board will work closely with the Division and industry to identify and explore mechanisms to support the Apprenticeship Program. A forum on funding may be considered as the mechanism to gather input and feedback. *Time Frame:* Ongoing (referred to Act and Governance Task Team)
12. The regulation regarding user-fees for apprenticeship and certification process, course registration, certifications, and renewals should be reviewed to ensure they reflect Treasury and Policy Board guidelines. A new schedule of fees should be prepared and reviewed every two years.	Cost recovery fees are being reviewed to determine the appropriate costs that can be recovered through the various services. A submission was made to Cabinet for approval of a fee structure. This could generate revenue between $400,000–$700,000 annually. *Accomplished:* fee structure in place. Note: All government fees are under review. (referred to Act and Governance Task Team to monitor)
13. The Department of Education should continue to advance its efforts in providing flexibility in training options to apprentices. Consideration should be given to part-time, nighttime, and weekend delivery when possible. Opportunities to co-operate on program delivery and development with the other Atlantic provinces should continue and be expanded.	Options are continually considered by Apprenticeship Training and are implemented with industry support. Internet technical training is available. Programs have been offered in rural areas where needs have been identified and participants are willing to commit to training. Nova Scotia, through the Atlantic Apprenticeship Council, co-operates on the development of training standards and examinations, and shares delivery sites. The Board supports Division efforts to develop training alternatives and standards and examination maintenance. *Time Frame:* Ongoing

Recommendation	Apprenticeship Board Response
14. Accreditation of training delivery for both apprenticeship and pre-employment programs should be pursued and occupational and curriculum standards strictly enforced.	Apprenticeship Training co-operates with training providers to review and assess pre-employment and customized programs for credit and accreditation. Apprenticeship training standards are established by the four Atlantic provinces in a co-operative effort. Training providers are contracted to deliver to this standard. The Board supports the Division in its efforts to develop training and maintain standards for both technical and practical training. *Time Frame:* Ongoing
15. Apprenticeship Training should increase field staff to a level where efficient and effective service to clients is achieved. A ratio of 250 apprentices per staff member should be established as a goal.	The Department of Education Business Plan reflects the requirement to increase Apprenticeship Training staff over the next five years to the appropriate levels. The Board supports efforts to address this situation. If this recommendation is not addressed, it will result in less effective client service, backlogs in program delivery, and the potential for increased time required to obtain certification. This will have an impact on the ability of business and labour to respond effectively to current and anticipated skills shortages. *Time Frame:* Ongoing. Initial steps taken—inventory review completed March 31, 2004
16: Apprenticeship Training in consultation with the Board should ensure plans are in place for the expansion and delivery of pre-employment training programs. The availability of programs should be aligned with anticipated level of new apprentices and take into consideration the availability of programs throughout rural areas of the province.	Apprenticeship Training works closely with training providers and industry to identify requirements for new sections of pre-employment trades training programs. Training was added to the 2003/2004 schedule in the valley region in an effort to address the needs of rural areas. Current capacity to train - 50% of active apprentices. Referred to Partnerships Task Team to Monitor. *Time Frame:* Ongoing

Recommendation	Apprenticeship Board Response
17. The Apprenticeship Board in consultation with the Division should embark on a campaign to educate existing and future employers on the Apprenticeship Program and associated responsibilities within the program. A program to recognize employers' and journeypersons' contributions to the apprenticeship system should be established.	The Board and Apprenticeship Training currently promote the advantages of apprenticeship and will explore an Awards Program to recognize employers' and journeypersons' contributions to the Apprenticeship Program. The Board's marketing mandate is reflected in the revised legislation. A new internal marketing committee is to be formed in the Fall of 2003 to ensure a consistent message and that an identifiable image is used by internal partners in promotional efforts. *Time Frame:* Ongoing (referred to Marketing Task Team)
18. Apprenticeship Training in consultation with the Apprenticeship Board should investigate current Youth Apprenticeship Programs offered in other jurisdictions for the purpose of designing and implementing a pilot program in Nova Scotia in 2003.	Apprenticeship Training and the Apprenticeship Board are currently exploring the development of a Youth Apprenticeship Program. A youth program is now possible by removing the age barrier from the 1989 Act. *Time Frame:* Pilot projects in place for Summer 2004. (Referred to Marketing Task Team)
19. The Apprenticeship Board should continue, and expand, its program to promote apprenticeship to youth and to those who influence their career choices. The Board should establish partnerships with industry organizations undertaking similar programs to enhance and leverage available resources. The Youth Decision Survey should be repeated periodically to provide a performance benchmark for these promotional activities.	The Apprenticeship Board will continue to promote apprenticeship to youth and develop partnerships with organizations like Skills Canada and Sector Councils. The Board's "marketing" mandate is reflected in the revised legislation. The Board will repeat the Youth Decision Survey in 2003–04. *Time Frame:* Youth Decision Survey to be administered in conjunction with survey of teachers and parents with a report due by October 31, 2004. (referred to Marketing Task Team)
20. The Treasury and Policy Board should establish clear lines of authority to address the policy development process for occupational certifications and regulations. A program to streamline the currently regulatory regime should be initiated in full consultation with industry stakeholders and affected departments.	Interdepartmental discussions are in progress to clearly delegate authorities over some trades. Eg. Blaster and Gas Fitter are moving from Department of Environment and Labour to Department of Education. The Board addresses these concerns through its ad hoc committee process and in consultation with Apprenticeship Training. *Time Frame:* Report and recommendations on the transfer of Blaster Certification to the Minister by November 2003. (referred to Act and Governance Task Team)

Recommendation	Apprentisceship Board Response
21. a) Within the context of recommendation 20 the Apprenticeship Board should review the policy framework for compulsory certification of occupations under the Apprenticeship Act. b) The impact of compulsory certification on the employment prospects for individuals, including inter-provincial mobility, and on public safety should form the basis for this review. This review should address the responsibility of the Division and/or other government regulatory agencies to enforce these regulations.	The Board has established application guidelines and evaluation criteria for compulsory certification. Current practice evaluates applications on a come forward basis. The revised Act has defined compulsory certification. a) *Accomplished:* New Act and General Regulations proclaimed July 1, 2003 b) Referred to Act and Governance Task Team. The review to address responsibilities has been addressed in the new Act (Section 16) and will be considered in the review and revision of all trade regulations. *Time Frame:* Current trade regulations update by March 31, 2006
22. The Apprenticeship Board should consult with stakeholders on the policy of issuing temporary or 90-day permits.	The Board recognizes the concern. Temporary work permits are issued in compulsory trades to allow time for application processing for trade practitioners and apprentices. Note: Please refer to Section 36 of the General Regulations. Should the need for public consultations arise, they will be undertaken by the Act and Governance Task Team in consultation with Apprenticeship Training.
23. The Act and regulations should be revised to achieve administrative efficiencies and greater flexibility.	The Board, Division staff and the Department's Legal Council have identified administrative efficiencies in the Act and Regulations. *Accomplished:* New Act and General Regulations proclaimed July 1, 2003. *Time Frame:* Current trade regulations to be reviewed and revised by March 31, 2006
24. The draft amendments to the Apprenticeship Act arising from this report should be presented to the Apprenticeship Board for review prior to being submitted to the Minister and the legislative process.	Draft amendment instructions will be vetted through the Board prior to submission to the Minister. *Accomplished:* New Act and General Regulations proclaimed July 1, 2003.
25. The Apprenticeship Act should be the subject of a regular stakeholder review every five years. A provision requiring such a review should be included in the legislation.	*Accomplished:* A new Act and General Regulations proclaimed July 1, 2003. The provision requiring regular reviews has not been included in the Act. A five-year stakeholder review schedule is being considered by the Board.

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